



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

OCT 31 2017

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

City of Hamilton, Ohio

Law

(local government entity)

Heather Sanderson Lewis

Heather Sanderson Lewis

(unit)

Director

10-25-17

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Hamilton

Records Commission

(513) 785-7168

(telephone number)

345 High Street, Suite 300
 (address)

Hamilton
 (city)

45011
 (zip code)

Butler
 (county)

To have this form returned to the Records Commission electronically, include an email address: pat.bigler@hamilton-oh.gov

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Patricia N. Bigler

10/25/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Renda
 Signature

Local Government Records Archivist
 Title

11/3/17
 Date

Section D: Auditor of State

Martin E. Murr
 Signature

Records Mgr
 Title

11-13-17
 Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

City of Hamilton

Law

(local government entity)

(unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|---|----------------------|---|---------------------------------------|
| LAW17-001 | Transient letters/memos including notes, text messages, phone messages, voice mail, meeting notes and other records which served to convey information of temporary importance | Retain until no longer administratively necessary | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-002 | General Correspondence | 2 years | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-003 | Drafts | Retain until no longer administratively necessary | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-004 | Solicitations/advertising | Retain until no longer administratively necessary | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-005 | Continuing Education Materials | Retain until no longer administratively necessary | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-006 | Agendas Originating in Department | 6 years | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-007 | Minutes originating in Department | Permanent | Paper or Electronic | | <input checked="" type="checkbox"/> |
| LAW17-008 | Copies of agendas and minutes | Retain until no longer administratively necessary | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-009 | Audio and video recordings of meetings | 1 year provided meeting info is substantively transcribed | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-010 | Council Communications (Council Reports/Caucus Reports) | Retain until City clerk is in receipt | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-011 | Payroll Records (including time sheets, comp time records, leave forms, payroll change notices) | 3 years provided audited | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-012 | Requests for checks, invoices, cash reports | Until submitted to Finance | Paper or Electronic | | <input type="checkbox"/> |

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|---------------------------|---|--|----------------------|---|---------------------------------------|
| LAW17-013 | Travel Requests/Expense Reports | 2 years provided audited or until submitted to Finance | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-014 | Purchasing Card Reconciliation | 2 years on bank website provided audited | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-015 | Contracts/Agreements for Equipment & Services | 25 years after contract expiration | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-016 | Reference publications and directories | Until superseded, obsolete or replaced | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-017 | Administrative Directives | Retain until superseded or replaced | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-018 | Legal Opinions | Permanent | Paper or Electronic | | <input checked="" type="checkbox"/> |
| LAW17-019 | Legislation Drafts | Retain until no longer administratively necessary | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-020 | Public Records Requests | 2 years | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-021 | Releases | Permanent | Paper or Electronic | | <input checked="" type="checkbox"/> |
| LAW17-022 | Police In-Service Training Materials | 5 years | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-023 | Records Commission Meeting Minutes | Permanent | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-024 | Record retention Schedules (RC-2) | Retain for 5 years after superseded | Paper or Electronic | | <input type="checkbox"/> |
| LAW17-025 | Record Disposal Forms (RC-3) | 10 years | Paper or Electronic | | <input type="checkbox"/> |

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|---------------------------|--|------------------------------------|------------------------|---|---------------------------------------|
| LAW17-026 | Litigation Files | Permanent | Paper or Electronic | | <input checked="" type="checkbox"/> |
| LAW17-027 | Insurance Claim Information – Personal & Property | 10 years after final settlement | Paper or Electronic | | <input type="checkbox"/> |